

M e m o r a n d u m

Date: March 26, 2010

To: Communications Centers Support Section

Attention: Commander D. P. Teel

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.015096.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Communications Centers Support Section (CCSS) was conducted on December 22, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that the California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property was completed by the Property Inspector (PI) on March 9, 2010 at the Communications Training Program – Academy, and on March 11, 2010 at the Clark Training Center. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control and telecommunications (see Attachments B and C). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 249 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 51 items when rounded up to the next whole number (d).

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	241	96.79%	48.39	49
Telecommunications	8	3.21%	1.61	2
Fleet	0	0.00%	0.00	0
Weapons	0	0.00%	0.00	0
Total	249			51

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command (Communications Training Program – Academy and Clark Training Center), all of the items were located.

When comparing equipment assigned to the command to the OPI inventory lists, 85 of the 86 items reconciled. One item (RECORDER AUDIOCASSETTE P0031D0051) located at the Communications Training Program – Academy (Classroom #8) was not listed on the OPI inventory list and is currently assigned to the Office of the Academy (091). The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate this one minor discrepancy in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI to rectify the variance. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory record. In order to verify that the above listed discrepancy has been rectified, please submit a memorandum to the Office of Inspections through the Information Management Division by June 24, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Communications Centers Support Section

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The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in blue ink, appearing to read "M. C. A. Santiago".

M. C. A. SANTIAGO, CIG, CLEA
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Staff
Information Management Division
Fiscal Management Section
Office of Inspections, Audits Unit

ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
COMMUNICATION CENTER SUPPORT SECTION
MARCH 11, 2010**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
RECORDER AUDIOCASSETTE P0031D0051	90719		X				Item was located in a tower rack in classroom #8 (Academy) by D. Goodwin. Database listed the item assigned to the Academy - 091. CHP 266 required.

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY RECORD INSPECTION REPORT
COMMUNICATIONS CENTERS SUPPORT SECTION**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	100814	COMPUTER EXE753 P030979	N063019815	X				Academy
2	102243	SCANJET 4C SCANNER P0044H5179	USC0121670	X				Clark Training Center
3	107289	PRINTER LASERJET 5N	JPKG031336	X				Clark Training Center
4	111787	DATA SERVICES UNIT	0210612460	X				Academy
5	128965	COMPUTER	0027580152	X				Clark Training Center
6	129005	COMPUTER	0027553484	X				Clark Training Center
7	129209	COMPUTER	0028069213	X				Academy
8	129221	COMPUTER	0028069252	X				Clark Training Center
9	129534	COMPUTER	0028262365	X				Clark Training Center
10	129752	COMPUTER	0028551077	X				Academy
11	129755	COMPUTER	0028551070	X				Academy
12	129772	COMPUTER	0028551039	X				Academy
13	129782	COMPUTER	0028551053	X				Academy
14	138802	FAX MACHINE		X				Clark Training Center
15	138930	COPIER	46001707	X				Academy
16	139694	PRINTER	CNDXB12573	X				Clark Training Center
17	139695	PRINTER	0	X				Academy
18	139696	PRINTER	CNDXB20762	X				Academy
19	139697	PRINTER	CNDXG02463	X				Academy
20	143527	PRINTER	JPGL02623	X				Academy
21	148933	LAPTOP	L3CA336	X				Academy
22	148935	LAPTOP	L3CA350	X				Academy
23	151768	PROJECTOR	E71A2247	X				Academy

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY RECORD INSPECTION REPORT
COMMUNICATIONS CENTERS SUPPORT SECTION**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
24 159001	TELEVISION 31.5" LCD	BH32HCNQ60019UY	X					Clark Training Center
25 163247	DIGITAL VOICE RECORDER	100423681	X					Academy
26 166137	SWITCH	FOC1244V52X	X					Clark Training Center
27 166138	SWITCH	FOC1244V51N	X					Clark Training Center
28 90711	VCR MOD SVP-1210 P003100050	0016387	X					Clark Training Center
29 96738	COMPUTER EXE752 P030979	N454098437	X					Clark Training Center
30 AF00792	BOOKCASE, NO DOORS		X					Clark Training Center
31 AF00793	BOOKCASE, NO DOORS		X					Clark Training Center
32 AF00794	CREDENZA		X					Clark Training Center
33 AF00803	DESK, OAK MONITOR DISPLAY MULTI-SYNC 29" MULTI-SYNC		X					Clark Training Center
34 AF00823	PO31H7247	6200200	X					Academy
35 AF00837	COMPUTER DESKPRO 233(REF 107524)	6807BNT5F189	X					Academy
36 AF00843	COMPUTER DESKPRO 233(REF 107519)	6807BNT5F339	X					Academy
37 AF00910	RECEIVER & RADIO DISPATCH SYSTEM		X					Academy
38 AF00912	RECEIVER & RADIO DISPATCH SYSTEM		X					Academy
39 AF00915	RECEIVER & RADIO DISPATCH SYSTEM		X					Clark Training Center
40 AF00920	RECEIVER & RADIO DISPATCH SYSTEM		X					Academy
41 AF00923	RECEIVER & RADIO DISPATCH SYSTEM		X					Clark Training Center
42 AF00924	RECEIVER & RADIO DISPATCH SYSTEM		X					Clark Training Center
43 AF00934	RECEIVER & RADIO DISPATCH SYSTEM		X					Clark Training Center
44 AF00935	RECEIVER & RADIO DISPATCH SYSTEM		X					Clark Training Center
45 AF00936	RECEIVER & RADIO DISPATCH SYSTEM		X					Clark Training Center
46 AF00937	RECEIVER & RADIO DISPATCH SYSTEM		X					Clark Training Center

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47 AF00945	AUDIO RECORDING EQUIPMENT-CASSETTE RECORDER/PLAYER		X					Academy
48 AF01057	ELECTRONIC MESSAGE BOARD	G971000956	X					Clark Training Center
49 AF01674	PRINTER	SG219211HW	X					Clark Training Center
...								
EQUIPMENT TO INVENTORY LIST								
1 100499	COMPUTER EXE752 P030979	N168019294	X					Academy
2 100816	COMPUTER EXE753 P030979	N063019836	X					Academy
3 122421	SCANNER SCANJET 5370CXI	CN13M24659	X					Academy
4 128261	COMPUTER	0027128785	X					Clark Training Center
5 128469	COMPUTER E3600 P4/1.8GHZ	0027287308	X					Clark Training Center
6 128970	COMPUTER	0027580143	X					Clark Training Center
7 128977	COMPUTER	0027580126	X					Clark Training Center
8 129007	COMPUTER	0027553487	X					Academy
9 129018	COMPUTER	0027553515	X					Academy
10 129035	COMPUTER	0027553510	X					Academy
11 129097	COMPUTER	0027621410	X					Clark Training Center
12 129207	COMPUTER	0028069246	X					Clark Training Center
13 129260	COMPUTER	0028205359	X					Clark Training Center
14 129277	COMPUTER	0028205354	X					Clark Training Center
15 129323	COMPUTER	0028205393	X					Academy
16 129335	COMPUTER	0028265123	X					Academy
17 129453	COMPUTER	0028262373	X					Academy
18 129472	COMPUTER (DESKTOP)	0028262428	X					Clark Training Center
19 129473	COMPUTER (DESKTOP)	0028262359	X					Clark Training Center

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20 129533	COMPUTER	0028262416	X					Clark Training Center
21 129707	COMPUTER	0028551050	X					Academy
22 129751	COMPUTER	0028551071	X					Academy
23 129766	COMPUTER	0028551024	X					Academy
24 129796	COMPUTER	0028547430	X					Academy
25 138830	FAX MACHINE	U60283G5J303254	X					Clark Training Center
26 138931	COPIER		X					Clark Training Center
27 139689	PRINTER	CNGXD01196	X					Clark Training Center
28 139693	PRINTER	CNGXD01134	X					Clark Training Center
29 139698	PRINTER	CNDXB20764	X					Academy
30 142274	POSTER PRINTER W/ PC INTERF	92207729	X					Clark Training Center
31 144855	FACSIMILE MACHINE		X					Academy
32 149007	PRINTER	JPSC73D49H	X					Clark Training Center
33 149008	PRINTER	JPSC73G00Z	X					Academy
34 151819	COMPUTER	MXL72604BO	X					Academy
35 151820	COMPUTER	MXL72604B4	X					Academy
36 151822	COMPUTER	MXL726049Y	X					Academy
37 151826	COMPUTER	MXL726019Z	X					Academy
38 157755	COMPUTER	2UA8060CNP	X					Clark Training Center
39 159002	DVD RECORDER	VN8FQ006521	X					Clark Training Center
40 164052	DVS-304 SCALER - FOUR INPUT VIDEO & RGB		X					Academy
41 165536	COMPUTER	MXL83907GN	X					Academy
42 165538	COMPUTER	MXL83907MQ	X					Academy
43 165541	COMPUTER	MXL83907HW	X					Academy

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44 165544	COMPUTER	MXL83907KY	X					Academy
45 165605	COMPUTER	MXL83907JX	X					Clark Training Center
46 165698	COMPUTER	MXL83907H9	X					Clark Training Center
47 166136	SWITCH	FOC1244V51W	X					Clark Training Center
48 99403	COMPUTER EXE 752 8/540 P0044H5087	N062036677	X					Academy
49 AF00755	RECORDER PLAYER VIDEO CASSETTE	0517875A8	X					Academy
50 AF00762	STAND PRESENTATION VIDEO	73230	X					Clark Training Center
51 AF00764	BOOKSHELF, OAK		X					Academy
52 AF00765	CREDENZA, OAK		X					Academy
53 AF00767	CONFERENCE TABLE, OAK		X					Academy
54 AF00789	PRINTER STAND		X					Clark Training Center
55 AF00795	CREDENZA		X					Clark Training Center
56 AF00801	DESK, OAK		X					Clark Training Center
57 AF00802	DESK, OAK		X					Clark Training Center
58 AF00805	DESK, OAK		X					Clark Training Center
59 AF00806	CONFERENCE TABLE, OAK		X					Academy
60 AF00812	BINDING EQUIPMENT /SUPPLIES PO34D7005	3955	X					Clark Training Center
61 AF00824	MONITOR DISPLAY 29" MULTI-SYNC PO 31H7247	6200259	X					Academy
62 AF00829	COMPUTER DESKPRO 233(REF 107532)	6753BNT5Q684	X					Academy
63 AF00835	COMPUTER DESKPRO 233(REF 107522)	6807BNT5F276	X					Academy
64 AF00849	PRINTER LASERJET 4000N (REF 107489)	USEF146579	X					Academy
65 AF00876	PRINTER LASERJET 4000N (REF 107487)	USEF146599	X					Clark Training Center
66 AF00887	CREDENZA, OAK		X					Academy
67 AF00911	RECEIVER & RADIO DISPATCH SYSTEM		X					Academy

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68 AF00913	RECEIVER & RADIO DISPATCH SYSTEM		X					Academy
69 AF00921	RECEIVER & RADIO DISPATCH SYSTEM		X					Academy
70 AF00922	RECEIVER & RADIO DISPATCH SYSTEM		X					Academy
71 AF00925	RECEIVER & RADIO DISPATCH SYSTEM		X					Clark Training Center
72 AF00926	RECEIVER & RADIO DISPATCH SYSTEM		X					Clark Training Center
73 AF00930	RECEIVER & RADIO DISPATCH SYSTEM		X					Clark Training Center
74 AF00932	RECEIVER & RADIO DISPATCH SYSTEM		X					Clark Training Center
75 AF00933	RECEIVER & RADIO DISPATCH SYSTEM		X					Clark Training Center
76 AF00942	AUDIO RECORDING EQUIPMENT-CASSETTE RECORDER/PLAYER		X					Academy
77 AF01050	ELECTRONIC MESSAGE BOARD	G971000263	X					Clark Training Center
78 AF01053	LAMINATOR	EA16177	X					Clark Training Center
79 AF01074	AMPLIFIER INTEGRATED AUDIO	ZZ1401937	X					Clark Training Center
80 AF01675	PRINTER	SG219211JS	X					Clark Training Center
81 AF01685	PRINTER	JPLGC01874	X					Academy
...								
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)								Item was located in a tower rack in classroom #8 by D. Goodwin. Database listed the item assigned to the Academy - 091. CHP 266 required.
1 90719	RECORDER AUDIOCASSETTE P0031D0051	0B3HB26995			X			
2								
...								

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048-02

Item Number

Look up by

☒ Tag # ☐ Serial #

Look up

Asset Information

Asset # 90719

SN 0B3HB26995

Model #

Description RECORDER AUDIOCASSETTE P0031D0051

Vendor Name

Warranty End

Asset Key RECORDER AUDIOCASSETTE P0031D0051..NONE

Location 091.00.00.V

Vehicle #

Assigned to Vehicle LC#

located in classroom #8
in tower rack

3/9/2010

ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATION PROPERTY INSPECTION REPORT
COMMUNICATIONS CENTERS SUPPORT SECTION**

ATTACHMENT C

ASSET #			DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT												
1	R58388		Mobile Radio	C1547E	1183604	9934792	X					Academy
2	R88380		EAS RECEIVER			10104617	X					Academy
...												
EQUIPMENT TO INVENTORY LIST												
1	R88363		EAS RECEIVER			10104718	X					Academy
2	R88612		EAS MODEM			10100343	X					Academy
3	R88613		EAS MODEM			10100330	X					Academy
4	R88369		EAS RECEIVER			10104734	X					Academy
...												
EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)												
1												
...												

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